

Reviewed by SAB

Program 3552-S

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PRINTING OFFICE

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Crash printing/Imprinting by Letterpress
of Government Furnished and Contractor Furnished Stock

as requisitioned from the U.S. Government Printing Office (GPO) by

Department of the Navy and Coast Guard
Cleveland, Ohio

Single Award

The term of this contract is for the period
beginning June 1, 2003 and ending May 31, 2004.

MAIL OR TELEFAX REPLY REQUESTED: Please review these specifications and mail your reply to U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215 or telefax your reply to Columbus RPPO (614) 488-4577. NO TELEPHONE BIDS WILL BE ACCEPTED.

QUOTES ARE REQUESTED BY 2:00 p.m., prevailing Columbus, Ohio time,
May 2, 2003.

BIDDERS PLEASE NOTE: Bidders are cautioned to familiarize themselves with all provisions of this contract

Abstract is attached on printed copies and is available on GPO Web Site at
<http://www.gpo.gov/procurement/index.html>.

BEFORE AWARD, ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL
Dotti Griffith (614)-488-4616, extension 18.

AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR
Ted Mack (614)-488-4616, extension 21.

(NO COLLECT CALLS)

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 8-02)).

GPO PUB. 310.2 IS AVAILABLE ON GPO WEB SITE AT
http://www.access.gpo.gov/procurement/ctterms/ct_title.html

GPO PUB. 310.1 IS AVAILABLE ON GPO WEB SITE AT
<http://www.access.gpo.gov/procurement/qatap/qatap1.html>

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.
- (c) Exception -- USPS Regulations on FIM and Barcode when applicable to product ordered.

Inspection Levels (from ANSI/ASQC Z 1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Manuscript Ok'd Proof Camera Copy

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

PAYMENT: Submit all vouchers to: Comptroller, STOP FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order may be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from June 1, 2003 through May 31, 2004. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

DELIVERY/SHIPPING STATUS INFORMATION: The contractor is to use the GPO furnished form to report the delivery/shipment status on each order. The form is to be reproduced as needed by the contractor. This information MUST be furnished to GPO - Columbus, RPPO on each order. The information as contained on this form is to be faxed or called to the Columbus RPPO.

Fax Number (614) 488-9618
Telephone Number (614) 488-4616, extension 19.
NO COLLECT CALLS.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of crash printing by letterpress of snap-out sets, (carbon interleaved), imprinting folders, invitations, envelopes, and cards requiring such operations as copy pick-up, composition, proofs, packing, and delivery.

TITLE: Crash printing/Imprinting by Letterpress of Various Government Furnished and Contractor Furnished Stock.

FREQUENCY OF ORDERS, QUANTITY, AND NUMBER OF PARTS: Based on prior year and anticipated usage, approximately 10 total print orders (1 to 3 items per order).

Approximately 3 orders (1 item per order), approximately 100 to 1,000 copies per order, will have the material furnished by the Government for snap-out sets, folders, and envelopes. Anticipate the following:

Snap-out Sets (carbon interleaved):

2 to 9 parts per set. Approximately 4 to 25 type lines, average 14.
Trim Sizes: Approximately 5-1/2 x 9-1/2 up to and including approximately 9 x 11-1/2" (includes stub).
Approximately 1 order for approximately 500 copies.

Folders:

Folders may be two pocket, file, tabbed or 3 prong design.
Emblem plus approximately 2 to 10 type lines, average 6.
Trim Sizes Flat: Approximately 17 x 22 up to and including 19 x 25".
Trim Sizes Folded: Approximately 8-1/2 x 11 up to and including to 9-1/2 x 12-1/2".
Approximately 1 order for approximately 300 copies.

Envelopes:

Envelopes may be Catalog (open end), Booklet (open side) or Clasp as indicated on the individual print order.
Approximately 5 to 15 type lines per order, average 10.
Trim Sizes: Approximately 6 x 9" up to and including 10 x 13"
Approximately 1 order for approximately 500 copies.

Approximately 7 print orders (17 items). Approximately 100 to 500 copies per item, 150 average copies per item. Anticipate the following: 4 print orders for 3 items; 2 print orders for 2 items; and 1 print order for 1 item.

Invitation: Approximately 10 to 25 type lines per order, average 16
Approximate trim sizes: 5-3/8 x 4-1/4" to 6-1/4 to 5-5/8"

Envelopes: Approximately 2 to 15 type lines per order, average 9.
Trim Sizes: 3-5/8 x 5-1/8"; 4-3/8 x 5-3/4"; 4-3/4 x 6-1/2"

Cards: Approximately 3-1/2 x 2"; 4 x 2-1/2"; 4-5/8 x 6-1/4";
3-1/2 x 4-7/8"; 5 x 3"; 5-1/2 x 3-1/2"; 5 x 4".
Face Only: Approximately 4 to 10 type lines per order, average 6
Face & Back: Approximately 10 to 25 type lines per order, average 18

An occasional item may have stock furnished.

NOTE: Inspection of representative products to be ordered under this contract are available for viewing at Defense Printing Service Detachment Branch Office Cleveland, Ohio between 8:00 a.m. to 4:00 p.m., Monday through Friday until bid opening. Contact Mr. Leo Bailey at Area Code (216) 902-6381 to arrange inspection.

GOVERNMENT TO FURNISH: Material to be imprinted/crash printed as indicated on the individual print order. Sample. Manuscript copy. Camera copy. Dummy sheets.

Furnished stock preprinted with emblems.

Occasionally the multi-part sets, furnished for an order are produced by different manufacturers and may have different stub depth, resulting in a change to the initial press setup. (Contractor must segregate different stub depth prior to beginning production). (No additional charge will be allowed for resetting when stub depth changes within an order).

Delivery/shipping status report form.

Form 905 (R. 3/90) "Labeling and Marking specifications".

Print Order (GPO Form 2511).

Selection Certificate.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

COMPOSITION: Anticipate all orders will require composition. Set type lines, one point rules and hairline rules as required.

Typefaces and Sizes: The contractor is required to furnish the following:

Heavy Plate Gothic or Copperplate Heavy	6, 8, and 10 point
Italics or Park Avenue	6 and 8 point
Helvetica	10, 12, and 36 point

Anticipate usually Copperplate or Italics will be required.

While the above typefaces are preferred, suitable alternates of comparable weight, face, and size will be considered. If an alternate typeface is proposed, each bidder shall list in the bid the name of the alternate typeface(s) and composing machine to be used.

The GPO reserves the right to require samples and to judge the suitability of any alternate typeface offered in order to make an award which is deemed to be in the best interest of the Government.

In addition, the successful bidder must provide the ordering agency with specimens or a complete listing of typefaces and sizes which are available for use under this contract.

PROOFS: When indicated on the individual print order, the contractor will be required to submit 1 set of galley proofs. Anticipate majority of items will require proofs.

The proofs must have all elements in their proper position.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Author's Alterations (refer to page 10 (item 16) of GPO Contract Terms) and revised proofs may be required. Author's Alterations and revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require revised proofs or make author's alterations.

The contractor must not print prior to receipt of an "OK to print." The "OK to print" may be given by telephone.

NOTE: Whether or not proofs are required, the contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted.

STOCK/PAPER: The specifications of all stock/paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Color of stock/paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on stock/paper the color of which, in his opinion, materially differs from that of the color sample(s).

Panel Card (8-1/2 x 11", 80 lbs. Card Stock, Western States or equal):

- Ultra White Card Stock #4 Baronial, 3-1/2 x 4-7/8"
- Ultra White #5-1/2 Baronial, 4-1/4 x 5-1/2"
- Ultra White #6 Baronial, 4-5/8 x 6-1/4"
- Ivory #6 Baronial, 4-5/8 x 6-1/4"

Envelope (24 lbs., Western States or equal):

- Ultra White #4 Baronial, 3-5/8 x 5-1/8"
- Ultra White 5-1/2 Baronial, 4-3/8 x 5-3/4"
- Ultra White #6 Baronial, 4-3/4 x 6-1/2"
- Ivory #6 Baronial, 4-3/4 x 6-1/2"

White and Buff Index, basis size 25-1/2 x 30-1/2", 110 lbs. per 500 sheets, equal to JCP Code K10.

White Vellum-Finish Cover, basis size 20 x 26", 80 lbs. per 500 sheets, equal to JCP Code L20.

When stock is to be furnished by the contractor, the stock will be indicated for each item on the individual print order.

CRASH PRINT/IMPRINTING:

SNAP-OUT SETS: Crash print in black ink on top form of each set. The crash impression on the balance of the parts in the set must be clear, sharp and legible.

Note: Snap-out sets: The contractor will be allowed 10 sets for initial makeready/setup and 3 sets allowed for each adjustment to the initial makeready/setup due to variance in stub depth. All other items will be allowed 10 sets for initial makeready/setup and 3% will be allowed for running.

Folders: Imprint one side only in black ink.

Catalog/Booklet/Clasp Envelopes: Imprint one side only in black ink.

Invitations/Envelopes: Imprint one side only in one or two colors of ink, usually black and/or blue and/or gold ink.

Cards: Imprint face only or face and back (head to head) in up to five colors of ink, usually one color of ink, black or blue.

Crash print/imprint as indicated on the individual print order.

Match Pantone number as indicated on the individual print order.

Special care must be exercised when crash printing/imprinting for proper position and typography.

Margins: Follow margins as indicated below unless otherwise indicated on the individual print order.

Invitations: Government Furnished: Center text below emblem.
Contractor Furnished: Emblem as indicated on furnished copy or print order and center text below emblem.

Envelopes without FIM: 3/8" top and left. Envelopes with FIM: Follow USPS regulations.

Cards: Center image. Margins for the side printed with "Business Reply Mail" must comply with USPS Publication 25 and Domestic Mail Manual (DMM).

PACKING:

Snap-out Sets: Shrink film wrap and pack in contractor furnished shipping containers.

Folders and Catalog/Booklet/Clasp Envelopes: Contractor to pack in containers that material was received in.

Invitations/Envelopes/Cards: Pack in original containers or shrink film wrap and pack in contractor furnished shipping containers.

The requirements for 275 p.s.i. boxes is waived when using containers material was supplied in.

All containers are not to exceed 45 lbs. when fully packed.

LABELING AND MARKING: Refer to Contract Terms and furnished Form 905.

INSPECTION SAMPLES: When indicated on the print order, or otherwise requested, two samples shall be sent for inspection to the U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to:

Defense Automated Printing	OR	USCG ISC Cleveland, Ohio (fp)
Service Detachment Branch Office		1240 East Ninth Street, Room 2117
1240 East Ninth Street, Room B-32		Cleveland, Ohio 44199-2060
Cleveland, Ohio 44199-2060		
Attn: C. White.		

SCHEDULE: Adherence to this schedule must be maintained. No definite schedule for pickup of material can be predetermined

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) to be picked up with furnished material.

Print order/furnished material/proofs must be picked up from and delivered to the Cleveland address indicated on the individual print order.

NOTE: It will be the responsibility of the contractor to ascertain the condition of material picked up for imprinting/crashprinting and establish at time of pickup the quantity and any additional operations required by the contractor to prepare items suitably for imprinting/crashprinting.

Orders must be picked up by 12:00 noon day after notification of availability of furnished material and print order.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

The following is based on prior year and anticipated usage:

ORDERS REQUIRING PROOFS:

GALLEY PROOFS: Proofs will be withheld 1 to 4 workdays as indicated on the individual print order.

<u>WD AFTER</u>	<u>NO. ORDERS</u>
4 to 8	2
9 to 13	2
Over 13	2

ORDERS WITHOUT PROOFS

<u>Number of Orders</u>	<u>Number of Workdays</u>
1	2 to 4
1	5 to 7
1	8 to 10
1	Over 10

Orders will be placed on an as needed basis.

The ship/delivery date indicated on the print order is the date products must be received at the Cleveland, Ohio address listed on the individual print order.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

RETURN OF GOVERNMENT FURNISHED PROPERTY:

The contractor must deliver all material furnished by the Government, together with two samples of the job, to the Cleveland address indicated on the individual print order.

These materials must be packaged, properly labeled, and delivered separate from the entire job . The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to the pickup/return of furnished materials/proofs, and furnishing sample copies, must be borne by the contractor.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid will be determined by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one years production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I. (a) 17
(b) 5
(c) 2

II. (1) (2)
(a) 1 5
(b) 1 3
(c) 1 5
(d) 7 11
(e) 6 9
(f)(A) 2 3
(B) 2 3
(g) 2 3
(h) 5

III. (a) 3
(b) 14
(c) 6

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. delivery at destination to Cleveland, Ohio.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

I. PROOFS, AUTHOR'S ALTERATIONS AND REVISED PROOFS: The prices offered shall be all-inclusive, as applicable, in accordance with these specifications.

- (a) Galley Proofs.....each item.....\$ _____
- (b) *Author's Alterations.....each line.....\$ _____
- (c) *Revised Proofs.....each item.....\$ _____

*Reimbursement for author's alterations and revised proofs will only be made when errors are caused and approved by the Government. All marked proofs, or facsimiles thereof, showing author's alterations must accompany the voucher.

II. COMPOSITION, CRASH PRINTING/IMPRINTING, PAGE MAKEUP, LOCKUP, PICKUP, PACKING AND DELIVERY: The prices offered shall be all-inclusive, as applicable for composition, crash printing/imprinting, page makeup, lockup, pickup, packing and delivery, in accordance with the specifications of this contract except for item III. Contractor furnished paper.

(Initials)

SCHEDULE OF PRICES

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Snap-out Sets: Crash printing up to and including 15 type lines.....	\$_____	\$_____
(b) Folders: Imprinting up to and including 15 type lines.....	\$_____	\$_____
(c) Envelopes (Catalog, Booklet, Clasp approximately 6 x 9" up to and including 10 x 13": Imprinting up to and including 15 type lines	\$_____	\$_____
(d) Invitations: Imprinting up to and including 15 type lines.....	\$_____	\$_____
(e) Envelopes: Imprinting up to and including 15 type lines.....	\$_____	\$_____
(f) Cards: Imprinting up to and including 15 type lines		
(A) Face Only.....	\$_____	\$_____
(B) Face and Back.....	\$_____	\$_____
(g) Additional Colors: Printing in a color of ink in addition to the first single ink color press run charged for under items (d), (e) and (f), per color, per side.....	\$_____	\$_____
(h) Typesetting.....per line*.....	\$_____	

An additional charge will be allowed for each type line after the first 15 type lines charged for under items (a) through (f) above.

III. CONTRACTOR FURNISHED STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print order, will be based on the net number of leaves/envelopes furnished for the product(s) ordered. The cost of any stock/paper required for makeready or running spoilage must be included in the prices offered.

Per 100
leaves/envelopes

- | | |
|--|---------|
| (a) Ultra White #4; #5-1/2; #6 Baronial Panel Card and/or Envelope..... | \$_____ |
| (b) Ivory #6 Baronial Panel Card and/or Envelope and/or White Vellum Finish Cover (80 lbs.)..... | \$_____ |
| (c) White or Buff 110 lb. Index..... | \$_____ |

(Initials)

MAIL/TELEFAX THIS PAGE TO RPPO COLUMBUS, OHIO

SCHEDULE OF PRICES

TYPEFACES: If alternate typefaces are proposed, the bidder must list on the line of the same number as the preferred typeface, the name of the alternate typeface and composing machine to be used.

Preferred Typefaces:

1. Heavy Plate Gothic or Copperplate Heavy
2. Italics or Park Avenue
3. Helvetica

<u>Alternate Typeface</u>	<u>Name of Composing Machine</u>
1. _____	_____
2. _____	_____
3. _____	_____

BIDDERS NAME AND SIGNATURE: Fill out and return via mail/fax "Section 4. - Schedule of Prices", initial or sign in the space provided.

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS: ____ percent, ____ calendar days. (Refer to Article 12, "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

CONTRACTORS CODE (if known): _____

MAIL/FAX THIS PAGE TO RPPO COLUMBUS, OHIO